OCS - SECURITY - COMPARTMENTATION

Study done by Task Group as result
of Kirkpatrick's Action Memo No. A-365, dated 10 March 1964

Staff study and instructions produced provided a framework
for procedures to be followed by all components using OCS
services.

Mr. Becker's desire was to develop skills in OCS which
would obviate the necessity for excessive compartmentation
and adding further burdens of controls and procedures to
an already over-extended operations xx staff.

As one step in OCS security, the policy was established
that all OCS employees and contractor employees be cleared
through SI and T/KH.

The Staff Study also recommended the preparation of a
Handbook on Security Procedures for Automatic Data xxx'
Processing in CIA.

VITAL MATERIALS Safety of OCS data

Ch/Applications Div, [   ] reminded Becker [   ]
on 13 Apr 1964 that OCS had no Vital Materials program for
the protection of data/programs of the Office, and said it
would be inexcusable if there were an accident and all OCS
data/programs were destroyed.

The OCS Chief, Plans Staff, [   ] after reviewing
the CIA Emergency Program, recommended procedures for safety
measures in the computer center and for identification,
preparation and updating of xxxkxxxxxxxxx both machine
and non-machine backup files. 14 April 1964.

OCS Security Procedures

In response to DCI Action Memo No. A-365, dated 10 Mar 64,
OCS assisted by O/S drew up a set of instructions for
special compartmentation of sensitive materials being
processed by computer. These instructions were approved
by each Dep Director and by the Executive Director-Comptroller
and are now being implemented within OCS. These compart-
mentation procedures provide OCS a security framework for the
computer handling of any and all materials.